## If you are between the ages of <u>14</u> and <u>15</u>, you must follow the 2013 timeline below for Summer Employment.

Step 1. Apply online at <a href="https://www.rochesterworks.org">www.rochesterworks.org</a> or <a href="https://www.rochesterworks.org">www.cityofrochester.gov</a> Between February 25 – March 22

Step 2. You must submit paperwork to the Bureau of Employment Opportunities, 25 Franklin St 2nd floor Suite B5 by <u>April 26</u> or sooner. Please do not mail or fax.

- A copy of your social security card
- A copy of your work permit
- Recent report card
- Photo ID
- Parent's proof of household income
- Printout page from the application with your parent and school counselor signatures.

Step 3. Parent/Guardian is invited to a Mandatory one-hour parent orientation at Monroe High School. RSVP is not required. Parent/Guardian can attend one of the days listed below. Late arrivals will not be allowed to enter. Youth are not required to attend.

- Saturday, April 13th 10am-11am (Will be facilitated in Spanish only)
- Saturday, April 13th 12pm-1pm
- Thursday, April 18th 6-7 pm
- Saturday, April 20th 10-11am

Rochester Works!

Step 5. Summer Employment Staff will contact you between or beginning mid-June regarding your next step for consideration for summer employment. GOOD LUCK!

**Opportunity**